

The U.S. Embassy Residence provides a good opportunity to work for high-ranking officials in an international environment.

<i>Vacant Position</i>	<i>Butler/Service Manager</i>
<i>Job Description</i>	Under the supervision of the Residence Manager, the job holder oversees and participates in set up for all official events, functions, meetings, and private dining and entertaining, including set-up and clean-up (includes furniture moving and arrangement). Trains staff and participates in appropriate table setting for different kinds of events - formal, casual, buffet reception, cocktail, and bar service. Supervises assistant butler. Coordinates schedules and manages additional wait-staff as needed. Manages all beverage purchasing and maintains inventory of official and private in-house stock. Maintains all service linens (in-house and linen orders from outside vendor) and inventory of all china, silver, crystal, glass, and all service related stock and supplies. Performs other duties as assigned by the Residence Manager.
<i>Qualifications</i>	Must be a citizen of Japan or non-Japanese with required residential status for employment. Must have excellent verbal and written communication skills in English and Japanese. Strong knowledge of wine and spirits. Open, clear communication style and strong managerial skills. Strong team leadership skills. Must model fair, proactive, respectful behavior with staff and supervisors. Must be positive, proactive, professional and able to work a flexible schedule including evenings, weekends and/or holidays.
<i>Location</i>	Minato-ku, Tokyo (Within 10 min. from Toranomon, Tameike-Sanno, Roppongi-1chome or Kamiya-cho subway stations)
<i>Employment Conditions</i>	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Fulltime, 40 hour work week.</p> <p>Compensation: ¥4.9 - 7.6 million/year including bonuses, depending on skills and experience. Commuting Allowance provided separately. Wage increase is considered upon renewal of contract. Advance severance is provided at the end of each contract.</p> <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>Labor Insurance: Worker's Compensation and Employment Insurance</p>
<i>To Apply</i>	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p>By mail: HR (Attn: Butler/Svc Manager), U.S. Embassy, 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420; or</p> <p>By E-mail: Hatakeyamat@state.gov</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Closing Date : Until filled</p>